

**Parkview Chapel,
Botesdale**

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31st December 2020

Parkview Chapel, Botesdale

Governing document: Constitution dated 23rd December 2016

Charity Registration Number: 1170915

Trustees and Members

Mick Hams
Matt Levett (Appointed 12th January 2020)
David Miles
Ella Miles
Philip Miles (Chairman)
Mark Wallace
Matt Warnock

Congregational leadership team

David Miles
Kevin Gladwell
Amanda Kirk (Joined December 2020)
Andrew Kirk (Joined December 2020)
Helen Miles
Philip Miles
Sarah Partridge (Joined March 2020)

Address: The Street, Botesdale, Diss, Norfolk, IP22 1BX

Bankers: Barclays

Independent Examiner: Haines Watts Chartered Accountants

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PARKVIEW CHAPEL, BOTESDALE

Trustees Report for the year ended 31 December 2020

The trustees submit their annual report and financial statements for the year ended 31st December 2020.

Objects:

The objects of the charity for the public benefit, as per the constitution, are to advance the Christian faith in Botesdale, nearby villages and in such other parts of the United Kingdom or the world as the charity trustees may from time to time think fit.

This can be summarised as:-

- providing a safe space for people to explore Bible's message of God's salvation through Jesus Christ
- encouraging those who respond to this message to grow as disciples
- providing support for those locally who are facing particular challenges in their lives.
- encouraging each other to pray and worship both individually and together.

Structure, Governance and Management

The charity is ultimately run by the Trustees. The Trustees have the authority to exercise their powers to further the objects of the charity. The Trustees meet at least once a year but delegate the day to day decision making on the running of the Church to the Congregational Leadership Team, some of whom are also Trustees. The Leadership Team meets monthly to consider the management and pastoral needs of the fellowship.

During 2016 the charity that was established in the name of 'Parkview Chapel, Botesdale' (Reg.Charity No. 1170915) as a 'Charitable Incorporated Organisation' and has since sat dormant in anticipation of the vesting of permanent endowment assets to it by the historic charity and transfer of other assets; this eventually took place on 15th March 2019.

The church: its aims and objectives:

Whilst Parkview Chapel describes a building, the essence of our church life is about ordinary people whose lives have been changed by Jesus Christ, the Son of God and who seek to live according to our understanding of the principles laid down in the New Testament for Christian living. We welcome opportunities to join with other Christians who share this same vision.

Parkview Chapel is a member of the 'Evangelical Alliance', 'Rural Ministries' and 'Partnership'; organisations that links together a number of churches that are similar in nature to ourselves.

The year: its objectives and achievements:

During the year ended 31st December 2020 the church sought to fulfil its objectives in the following ways, having had regard to the guidance given by the Commission on public benefit, and in particular, the specific guidance on charities for the advancement of religion. The aim of our services and worship is to help those attending put faith into practise through prayer, scripture, music and communion. During the past year we achieved this by:-

Regular programme

- As reported in previous years' trustees' report, we have a regular programme of services and other events, with some occurring weekly, some monthly and some annually. During our Sunday morning services during January we reflected on our mission statement 'To love God, love people and make disciples', then in February and into March we worked through material under the title of 'Jesus the game changer'. After this everything changed as we were impacted by the lockdown imposed in the battle against COVID19 and concern to be cautious as to when to start meeting in the building again, even following the lifting of prohibition of this.
- We were pleased to be able to hold 2 separate Carol Services on the Sunday prior to Christmas Day, one at 4pm and one at 7pm to allow as many as possible to attend. Some 45 – 50 attended in total.

Building Relationships

- Since we believe that at the core of our faith is relationship, both heavenward to our heavenly father and then with those around and both through our regular events and special occasions, we work to bring that about, notably through:
- 'Coffee on a Sunday', 'Coffee on the Corner' and 'Coffee Stop', as in previous years, but these too had to stop following lockdown in March and did not start again for the remainder of the year.
- Quiz nights – In December teams gathered for quiz night using Zoom and was well attended.

Serving our community

- Jesus said that he came not to be served but to serve and we seek to follow His example in our locality. In response to the difficulties that lockdown presented to those required to self-isolate, in conjunction with the Anglican and Methodist churches, a leaflet was distributed to all households in the villages offering help for collecting prescriptions, shopping or other needs.
- Outside of periods of lockdown the building began to be used by outside groups, including an exercise group and Breakfast Club. These groups were asked to complete their own risk assessments in relation to the risks associated with COVID19.
- During advent, Parkview Chapel joined in an advent window trail whereby windows along a route from All Saints Redgrave through Botesdale and on to St Marys Anglican church in Rickinghall were decorated to represent the lead up to Christmas. The front window of Parkview Chapel was artistically decorated and lit up after dark each evening in the run up to Christmas.
- The Mobile Post Office van has continued to use the chapel car park for what became a weekly visit.

Impact of COVID19

- The most significant aspect of the year 2020 has been dealing with the impact of COVID19. We held a 'Coffee on a Sunday' on 15th March and did not meet in the building again until 6th September. On 22nd March an email was circulated to those who normally attend our Sunday services in which links to various livestreamed church services were circulated, but by the following Sunday we began to 'meet' using Zoom videoconferencing software. This also enabled us to continue to meet midweek to further discuss issues raised on the preceding Sunday.
- The group of young people who met on Sunday evenings (PYP) have continued to meet, again using Zoom.
- Contact with the children who normally attended Junior Friday Club was maintained by the weekly circulation through email of a Bible story, a thought from Kevin, a prayer, craft ideas, and other children's activities such as colouring sheets and word searches. This was also circulated to other families who requested it but do not as yet attend Junior Friday Club.
- From the middle of March all other regular activities in the church building came to a stop and also no external groups were able to make use of the building, resulting in a reduction in rental income.
- Cash collections ceased during the period when the building was closed, but many people helpfully switched their giving to making payments into the bank and this minimised the impact on finances.
- Whilst meeting using Zoom may seem a poor substitute for being able to meet and chat in person, it has filled a void and retained a sense of the church being a community. There has been a good level of engagement through this means.
- Government guidelines were adhered to once we began meeting back in the building, a risk assessment was completed, chairs spaced 2 metres between household groups, hand sanitiser made available and those attending encouraged to go outside as soon as the service ended. Contact details for those attending were recorded and stored for 3 weeks in accordance with guidelines.
- Once we made the decision to reopen there was a good response; we still had space to accommodate everyone one who wished to attend, even with the social distancing, without needing to implement a booking system. For those who were not able to attend due to health concerns the services in the building were livestreamed.

Trustees

The trustees 'met' twice during the year and were kept informed by email of plans relating to the closing and opening of the building as they were developed by the leadership team. Their support has been greatly appreciated during this challenging period.

Leadership

- Following a period of attending leadership meetings, Sarah Partridge was welcomed onto the leadership team in March 2020.
- Andrew and Amanda Kirk were invited to attend leadership meetings as from September with a view to their join the leadership team later in the year.
- In January a welcome home evening was held on the return of Andrew, Amanda, Samuel and Joseph to this country after 10 years of Andrew and Amanda serving as teachers in Amano Christian School in Zambia.

Beyond our villages

- Contributions continue to be collected for the Waveney Foodbank and delivered to their premises.

Premises

- Following the Fire Risk Assessment undertaken to the building in 2019, a fire alarm system was installed into the building during 2020 and paid for with funds from the legacy passed to the church in September 2017.
- Electrical items were all Portable Appliance Tested during this year.
- An asbestos survey was commissioned and confirmed that there is no asbestos material in the building.
- The 'Tree of Heaven' which was overhanging part of the building was pollarded in November.
- A letter box has been installed outside the front door.

Volunteers

Whilst we have two paid employees, one full time and one part time, much of the work of the charity is undergirded by generous giving of their time by many volunteers.

The Trustees have taken account of the Charity Commission's guidance on Public Benefit where appropriate when exercising their powers and duties, planning and reviewing the aims, objectives and activities of Parkview Chapel. Throughout this report, Parkview Chapel has sought to demonstrate the ways that it delivers benefit to the public —whether they are members of our congregation, another church or have no church /religious affiliation.

Health and Safety

- As mentioned in the premises section above, a new fire alarm system was installed this year following the recommendations contained in the Fire Risk assessment of December 2019.
- Our safeguarding lead and her deputy have worked this year to continue to update DBS checks on trustees and volunteers as necessary and are looking to further review the safeguarding policy in the light of recent guidance.

Risk Assessment

- When considering reopening the building during the summer a Risk Assessment was completed mindful of government guidance on safe reopening. Following on from this suitable precautions were exercised as we approached reopening.

Statement of Trustees Responsibilities

Charity law requires us as trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Serious Incidents

We are thankful to report that there were no serious incidents to be reported during 2020.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £32,252. Much of this is given in a way that makes use of the government Gift Aid scheme to reclaim tax on the gifts as well as the Gift Aid on Small Donations Scheme.

Expenses from the Unrestricted Fund for the period came to £32,739. Overall there was a deficit for the period of £487 on the Unrestricted fund.

Regular financial updates are produced for leadership group meetings.

Reserves Policy

It is our aim to maintain free reserves that equate between three and six months of normal expenditure, (£8,000 to £16,000) though there may be rare conditions under which we find that it will be necessary to go below this level. As of 31st December 2020 the level of unrestricted reserves were £18,664.

..... Date

Signed for and on behalf of the Trustees of Parkview Chapel

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
PARKVIEW CHAPEL, BOTESDALE**

I report to the charity trustees on my examination of the accounts of Parkview Chapel ('the charity') for the year ended 31 December 2020 on pages 8 to 12.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Simonetta Castellano
Haines Watts
Unit 8 Hopper Way
Diss Business Park
Diss
Norfolk
IP22 4GT

PARKVIEW CHAPEL, BOTESDALE

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2020

	Notes	Restricted Funds	Unrestricted Funds	Total 2020	Total 2019
RECEIPTS		£	£		£
Donations and grants		7,731	30,254	37,985	27,472
Fundraising events		-	-	-	1,056
Bank interest			71	71	116
Dividends on investments			1,100	1,100	330
Rent for use of chapel			612	612	850
Friday Club Tuck Shop			173	173	359
Other income			42	42	93
		7,731	32,252	39,983	30,276
PAYMENTS					
Grants and donations	3	3,500	482	3,982	5,128
Wages/salaries	4	3,202	20,279	23,481	17,892
Pension contributions			1,708	1,708	1,154
Repairs and maintenance		-	805	805	621
Lighting and heating			2,259	2,259	1,602
Insurance			1,371	1,371	1,408
Telephone and broadband			641	641	416
Water and sewerage			148	148	-
Printing & stationery		-	108	108	119
Professional fees			936	936	2,188
Employee expenses		-	735	735	919
Cost of services	3	300	546	846	1,194
Youth work			729	729	647
Miscellaneous	6	-	1,035	1,035	950
Friday Club Tuck Shop			132	132	256
		7,002	31,914	38,916	34,494
Surplus/ (deficit) for the year		729	338	1,067	(4,218)
Transfers in from Trust (1113215)		-	-	-	31,412
Purchase of equipment	5	(2,100)	(825)	(2,925)	(326)
Cash balance brought forward		7,717	19,151	26,868	0
Cash balance carried forward		6,346	18,664	25,010	26,868

PARKVIEW CHAPEL, BOTESDALE

STATEMENT OF ASSETS & LIABILITIES

For the period ended 31st December 2020

Cash funds

	2020 £	2019 £
Current accounts	3,121	1,236
Deposit accounts	21,469	25,303
Praise Hour cash	159	177
Friday club tuck shop	261	152
	<u>25,010</u>	<u>26,868</u>

Other Monetary Assets

	2020 £		2019 £
	Restricted	Unrestricted	Total
Gift Aid due	333	2,581	2,322
	<u>333</u>	<u>2,581</u>	<u>2,322</u>

Investment Assets

		2020 £		2019 £
	Fund	Cost	Value	Value
COIF Ethical Investment fund	Legacy	12,000	14,951	14,062
COIF Investment fund	Designated	21,273	22,671	21,302
		<u>33,273</u>	<u>37,622</u>	<u>35,362</u>

Non-monetary Assets

- Property known as Parkview Chapel, its property was built in 1988 at a cost of £130,000 (approx.), and currently insured for £714,431.
- Furniture, equipment, piano, organ, books, etc. are additional items with detailed costs unknown, and combined are currently insured for £30,090.

Monetary Liabilities

- Pension contributions under auto enrolment of £145.33 were due at 31st December 2020.
- PAYE/Ni contributions of £747.88 were due to HMRC in respect of the quarter to 31st December 2020
- Expenses of £66.41 incurred by Kevin Gladwell during December 2019 were unpaid at 31st December 2020
- The fee for Independent Examination of these accounts is £600

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2020

1. Basis of accounts

The accounts have been prepared on a 'receipts and payments' basis with a statement of assets and liabilities

2. Funds

Restricted Funds

Missionary - this is a restricted fund and its purpose is to provide support for Christians in full time work either in the UK or abroad as well as distinct mission work within the church. The leadership agreed to the payments in advance of the year end and the surplus/deficit will be carried forward into the following year.

Study – this is a restricted fund and its purpose was to provide the funds for a course of study by distance learning undertaken by Kevin Gladwell, our Church and Community Pastor. However, since he was not able to complete the course within the set timeframe, it was decided following consultation with the original donor that the balance of these funds be transferred to a fund supporting those who the church supports through employment to regain their confidence.

Employment Support is a fund to support those who lack confidence to build a sense of self-worth through employment.

Croatia Mission Trip- this is a restricted fund for the purpose of supporting young people to go on a mission trip to Croatia each summer. Any balance is carried forward to future years.

Legacy - This is as a result of a legacy that came to Parkview Chapel in September 2017.

Designated Fund

Building – with the transfer of assets from the 1905 Trust to the CIO the Charity Commission deemed that the provisions of a Recoupment Fund became null and void. The decision was taken to apply the capital and income from this fund to support the ongoing need for building maintenance

Unrestricted Fund

This is an unrestricted fund and its purpose is to meet the day to day running costs of the fellowship including local outreach and pastoral care. From time to time the leaders may choose to transfer some of the funds to support one of the other funds as necessary.

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2020

3. Mission Fund

The following is a list of payments made from the Mission Fund in the period covered by this report:

	<u>2020</u>	<u>2019</u>
Echoes International	-	1,989
Gifts made to individuals	3,300	486
Gideons (Good News for Everyone)	135	140
Fishermens' Mission	50	75
Sizewell Hall	<u>315</u>	<u>-</u>
	3,800	2,690

4. Employees

The charity had two employees to whom the above employment costs refer
No amounts were paid or payable to any trustee or to any person connected to them.

5. New equipment

	2020	2019
	£	£
Fire alarm (From Legacy Fund)	2,100	
Inspiron 17.3" screen laptop	534	
HP Officejet A3 printer	93	
CO2 fire extinguishers (2)	68	
Wireless microphone	58	
Individual communion cups	53	
Fire Safety signs	11	
USB stick	8	
Materials for new noticeboard		326
	2,925	326

PARKVIEW CHAPEL, BOTESDALE

NOTES TO THE ACCOUNTS For the year ended 31st December 2020

6. Miscellaneous

	2020	2019
	£	£
TV licence	157	155
Evangelical Alliance subscription	90	80
Partnership subscription	50	50
CCPAS payment	120	225
Christian Copyright Ltd subscription	244	201
Liberty Accounts	124	78
Vouchers to retiring trustees	-	50
Information Commissioners Office	35	35
Bank charges	106	-
Other	109	58
	1,035	932

Movement of Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

Restricted funds	Balance at 01.01.20	Receipts	Payments	Transfers	Balance at 31.12.20
		£	£	£	£
Mission Fund	1,902	3,670	3,800	-	1,772
LST Study	2,073	-	-	(2,073)	-
Employment Support	-	4,061	3,202	2,073	2,932
Croatia Mission Trip	269	-	-	-	269
Legacy	3,473	-	2,100	-	1,373
	7,717	7,731	9,102	-	6,346